

ELECTRONIC SUBMISSION OF PROPOSED ORDERS
revised 2/3/2014

Pursuant to Local Rule 137(b): When a proposed order is electronically submitted to the Court, the person proposing the order must submit it via ECF, thereby effecting service on all other parties. Except in situations in which a proposed order is contained in a stipulation, electronically submitted proposed orders may not be combined into a motion or request. **In addition to electronically filing the proposed order in .pdf format, the proposing person must also submit by e-mail a separate proposed order in Word format to the appropriate Judge or Magistrate Judge's e-mail account listed below. Counsel should not include table/cell formatting in the date and signature portions of proposed orders. Use of table/cell formatting in the date and signature portions of proposed order may cause the document(s) to be returned unsigned and/or unprocessed.**

The e-mail subject line must contain the words "proposed order" as well as the case number.

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